



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

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NAVCRUITDIST NEW ORLEANS INSTRUCTION 4600.1H

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: GOVERNMENT CONTRACTOR-ISSUED TRAVEL CHARGE CARDS

Ref: (a) COMNAVCRUITCOMINST 4400.1E

1. Purpose. To provide local policies and procedures for the issuance and use of contractor-issued travel charge cards in the performance of Temporary Additional Duty (TAD/TEMADD).
2. Cancellation. NAVCRUITDISTNOLA 4600.1G.
3. Definitions. Terms used herein are defined as follows:
 - a. Frequent Traveler. All members of NRD New Orleans are considered frequent travelers for the purpose of this instruction.
 - b. Charge Card. A government contractor-issued charge card for use by Department of Navy (DON) employees. The term does not include personal credit cards issued to employees by any company.
 - c. Command Coordinator. The Logistic Support Officer is the official designated to manage the Travel Card Program at the local level.
 - d. Automated Teller Machine (ATM). A device that enables the cardholder to use the charge card to obtain cash.
4. Policy. Military and civilian personnel whose duties require the performance of TAD/TEMADD travel and who meet the criteria of frequent travelers are eligible to apply for government charge card. While declining to apply for the card is permissible, all travel expenses incurred during TAD/TEMADD must then be borne by the member subject to reimbursement by the Navy via electronic fund transfer (EFT). Cardholders whose cards have been suspended or cancelled must contact the Command Coordinator for temporary reinstatement at least five working days before executing mission critical travel orders. Reinstatement will be requested only for mission critical travel.
5. Responsibility.
 - a. Commanding Officer will designate in writing a Command Coordinator and an Activity Coordinator.

b. Command Coordinator.

(1) Review monthly renewal/usage reports furnished by EAGLS system online program.

(2) Counsel any non-frequent traveler prior to Commanding Officer approval of application.

(3) Ensure the primary and alternate coordinators authorized to sign as command agency representatives complete the submission of signature card required by reference (a).

(4) Notify contractor when a cardholder resigns or transfers.

(5) Ensure each cardholder has signed an acknowledgment stating he/she has read and understands his/her financial obligations and responsibilities.

(6) Retain copies of signed applications and agreement terms on file for three years from date of personnel transfer or surrender of card, whichever occurs first.

(7) Retain monthly activity reports. Periodically audit ATM usage against travel orders to ensure proper use of ATM. Report any discrepancies to the member's chain of command for action.

c. Cardholder.

(1) Limit use of card (lodging, meals, car rentals, and incidentals) for official business only. Use of the card for other than official business while in a TAD/TEMADD status is a violation of references (a) and may result in disciplinary action under the Uniform Code of Military Justice and/or adverse personnel action.

(2) Pay financial obligations. The United States government will assume no liability. The cardholder is liable for all charges billed to his/her account. Members are required to pay their total financial obligation upon receipt of billing whether or not reimbursement has been received.

(3) Notify Activity Coordinator of any changes (i.e. billing address, transfer from command, etc.).

(4) An Administrative Remarks (Page 13) entry will be made in the members service record stating the member has read and understood the agreement (cardholder training) between the credit card company and the cardholder. Additionally it is the responsibility of each cardholder to ensure this training is documented in their service record.

6. Procedures.

a. Travel Orders.

(1) All travel requirements shall be authorized on NAVPERS 1320, TEMADD Travel Order or DD 1610, request and authorization for TAD Travel of DOD personnel. If it has been determined that the member is a frequent traveler, they are required to use the charge card for ATM travel advances.

(2) Logistics Support must estimate and authorize travel ATM withdrawals and clearly indicate on the orders in the remarks. Authorized ATM withdrawal will be approximately seventy-five percent of total estimated travel reimbursement. (This will be an estimate of meals, lodging, incidentals, miscellaneous expenses and vehicle mileage rate for privately owned conveyance).

b. Limitations of Travel Card.

(1) Personnel are prohibited from making ATM withdrawals in an amount exceeding the authorized advance travel amount indicated on travel orders.

(2) Personnel are prohibited from drawing an ATM travel advance more than two calendar days before travel or after the last day of travel.

/s/
C. A. STOVER

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